

Libby School District #4

724 Louisiana Avenue

Libby, MT 59923

Title: "Restoring the Past, Capturing the Present, Preserving the Future"

Abstract

Restoring the Past, Capturing the Present, Preserving the Future

PROJECT GOAL

The goal of our library - museum alliance is to develop a 'living museum' that takes a leadership role in the education of lifelong learners and develops model programs of cooperation that emphasize using technology, enhancing education and serving local and national community needs.

A living museum:

- Provides residents of Libby and Lincoln County with a visual and interactive reminder of their heritage.
- Furnishes a source of information regionally, nationally and globally.
- Maintains archives in a stable and safe environment.
- Portrays the various themes of the community's past.

PROJECT OBJECTIVES

During the project period and beyond, the library - museum alliance will:

- Create accessible archives of indexed, cataloged, and preserved material.
- Build and maintain an electronic network to disseminate this information.
- Establish connections and relationships with local libraries to help disseminate the information contained in the libraries and the museum.
- Maintain a staff and schedule allowing for expanded Museum archives use.
- Expand and restore existing Museum displays and artifacts to provide the public with visual, 'working' historical information dissemination.

ANTICIPATED RESULTS

- The museum will inventory, catalog, and index its entire collection.
- The museum will utilize archival-safe materials for collection stabilization, preservation, and integrity.
- The museum will designate a space at the facility structure as a repository for significant historical material.
- The Libby School District Libraries will develop and facilitate the use of traveling educational exhibits of our early history, and with its partners help develop a "Museum Resource Guide" listing available speakers, museum activities, and other local activities.
- The Lincoln County Libraries will develop a web site and connecting links from the museum and library resources to the community, schools, and the world.
- The Lincoln County Libraries will tie its existing historical and genealogical projects to the Museum's programs.
- The Museum and the Libby High School Montana Heritage Project will restore and expand existing museum displays.

This project will address the national problem of inventory and preservation of museum materials in rural communities that are a part of our natural heritage. Of particular concern are areas of Native American presence, early homesteading, mining, and logging. This project will demonstrate how to build additional 'hands-on' - 'working' - 'living' exhibits for use in the Museum and cooperating libraries.

Restoring the Past, Capturing the Present, Preserving the Future

NARRATIVE

PROJECT GOAL

The goal of our library - museum alliance is to develop a 'living museum' that takes a leadership role in the education of lifelong learners and develops model programs of cooperation that emphasize using technology, enhancing education and serving local and national community needs.

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MEETING THE STATED PRIORITIES

Stated Priority	Project Objectives
Projects to help museums and libraries take a leadership role in the education of lifelong learners in the 21st century.	1, 2, 3, 4, 5
Projects that develop, document and disseminate model programs of cooperation between libraries and museums, with emphasis on how technology is used, education is enhanced, or the community is served.	1, 2, 3, 4, 5

COMMUNITY INTRODUCTION

Libby, Montana has traditionally offered a quality of life that illustrates why Montana is known as the "Last Best Place." Libby is a remote community surrounded by forests and mountains and laced with clear, glacier-fed streams and rivers. 80% of the area's total lands are public domain and managed by the U. S. Forest Service (77%) and the State of Montana (3%). Until the early 1990's, the area's economy had been based on natural resource extraction with the local workforce heavily employed in the areas of logging and mining.

In the late 1980's, things began to change. The unlimited timber was running out, the major mines were closing, and the federal government was downsizing. The decade of the 1990's was a time of tremendous change in Libby - both economic and social. In the early 1990's, this area lost over 1,300 jobs in forestry and mining alone. This produced a domino effect in every aspect of the community. Many businesses failed or moved out of the community; the public schools and the community college were

forced to down-size; the social stability of this community was turned upside down as many 'blue collar' and 'professional' people left for other employment opportunities. Forest timber receipts were sharply reduced; county programs and social services were curtailed.

Statistics from the Montana Department of Public Health and Human Services indicate that our county has a 14% unemployment rate compared to the 6% average for the state. 72.55% of our students qualify for the Free and Reduced Lunch Program compared to 33.22% for the state average. Along with the economic problems, the community is presently confronting a health-related situation left by the W. R. Grace vermiculite mine. This large, open mine about eight miles from Libby furnished 85% of the world's market of vermiculite insulation in the 1980's. Unfortunately, it also contained a deadly mineral - tremolite asbestos. Since the mine closed in 1990, asbestos-related illnesses and related deaths have affected hundreds of past employees and their families.

The community is struggling to build a more diversified economy based on "clean industry." These new positions are usually in technology, social services and recreation. The population is stabilizing, but with a larger segment of retired people moving here for the natural beauty and outdoor recreational opportunities, or people who are able to run their businesses from their homes. Community members are trying to deal constructively with the many upheavals that have recently impacted their lives. There is often a sense of unease in the community as they see their old way of life being eroded. Our citizens need reassurance that their community's future is secure and evidence of their successful past is preserved. This project will demonstrate the strengths that exist in this community and in many other communities if properly developed and channeled.

Libby's Heritage Museum is truly unique! Built by community volunteers, it is a 12 sided, 2 level log structure with over 14,000 sq. feet of floor space. The museum volunteer staff has developed the 5.3-acre grounds and has surrounded the museum with numerous historical structures (such as the 1936 U. S. Forest Service 'cookhouse' from the Sylvanite Ranger Station which is used for community meetings and preparing meals for fund raising activities) and artifacts (such as the J. Neils Lumber Company Shay Locomotive which is an original logging locomotive used in the Kootenai Country from 1906 - 1934). **Through love, dedication, and just plain hard work, the museum volunteer staff maintains this facility and has it open to the public 159 days per year.**

REALISTIC NEEDS

Many of the Heritage Museum's historic materials are in desperate need of archival protection and indexing. People are so impressed with "their museum" that a wealth of materials has been donated over the past twenty-five years. Without immediate cataloging, preservation and exhibiting, much of this material will soon be forgotten, lost, or will continue the slow process of deterioration. To meet the vision of a living museum, it is the Museum's goal to create and implement an archives designed to better and more adequately utilize the Museum's historic collection. While acknowledging more could be done and in several different ways, we find we are often limited by our present circumstances.

One limitation is money. Income is derived totally from donations of individual patrons, supporters and visitors. The museum receives no income from any government entity. While the museum is self-sufficient and stable, it is not growing (particularly in the areas of cataloging and preservation) in a constructive way to meet the future needs of our community. Historical materials are continually donated to assist the museum in its mission to preserve and present the area's heritage. People want reassurance that when they donate historical material to the museum, the item(s) will be better and more adequately preserved than they would have been able to do. Due to the limitations of funding and expertise, the museum struggles to meet the community's expectations.

The other limitation is expertise. Counting year-round and seasonal help, we have a dedicated group of 55 volunteer workers who staff the museum and provide routine and necessary maintenance. The museum staff is able "to open the doors and keep the lights on," and because of past training, is able to construct many quality exhibits. A lack of training and additional funds often makes it impossible to accomplish other tasks that are very important as well. It could be stated that the museum has the luxury

of having a surplus of volunteers; however, having projects for volunteer participation is another factor. Even though people wish to assist or volunteer, many times they cannot because of lack of funding or expertise for the projects. This is particularly true if it is organizational work to be accomplished with records, cataloging or preservation.

NATIONAL IMPACT

This project addresses the national impact by offering a model of a cooperative project among the Heritage Museum, Lincoln County Public Libraries, and the Libby Public School District Libraries for other rural communities with limited funding and resources to emulate.

We are in danger of losing our connection to our heritage. This situation exists in smaller communities across the United States, but the problem is most acute in the western states. Our community has been in existence for only 108 years. Although we are losing senior citizens, we still have people that, as children, lived and experienced many of the daily activities of early settlement and development of our community. Because our early history has been a visible, living part of our everyday lives through these unique individuals, it is only recently that the majority of us are waking up to what we are in the process of losing.

This project will address the national problem of inventory and preservation of museum materials in rural communities that are a part of our natural heritage. Of particular concern are areas of Native American presence, early homesteading, mining, and logging. This project will demonstrate how to build additional 'hands-on' - 'working' - 'living' exhibits for use in the Museum and cooperating libraries. This community project will highlight the development of a strong, multi-generational museum group. The adult volunteer staff at the museum will use quality student manpower through the collaboration of the Montana Heritage Project from the Libby Public Schools.

The alliance will demonstrate ways school, libraries, and museums collaborate. Research has shown that students need the rich, contextualized learning environment of museums and can benefit from the chance to work in an apprentice mode with experts at organizing, interpreting, and presenting knowledge.

ADAPTABILITY

As each project objective is implemented, it will be documented on the web site and printed as a workable model that has the potential to be used in other communities. To reach the project goal and successfully complete the stated objectives, the library - museum alliance members will complete the following activities:

Activities	Objectives
The museum will inventory, catalog, and index its entire collection.	1, 3, 4
The museum will utilize archival-safe materials for collection stabilization, preservation, and integrity.	1, 4, 5
The museum will designate a space at the facility structure as a repository for significant historical material.	1, 3, 4
The Libby School District Libraries will develop and facilitate the use of traveling educational exhibits of our early history, and with its partners help develop a "Museum Resource Guide" listing available speakers, museum activities, and other local activities.	1, 2, 3, 4, 5
The Lincoln County Libraries will develop a web site and connecting links from the museum and library resources to the community, schools, and the world.	1, 2, 3, 4
The Lincoln County Libraries will tie its existing historical and genealogical projects to the Museum's programs.	2, 3, 4
The Museum and the Libby High School Montana Heritage Project will restore and expand existing museum displays.	3, 4, 5

DESIGN: EFFICIENT, EFFECTIVE AND SUCCESSFUL APPROACHES

To meet **objective #1**, the museum will first inventory its entire collection. This is the heart of our project and will lead to an archives of indexed, cataloged, and preserved historical material. This process will involve weeding insignificant material, prioritizing material according to demand/need (photos, journals, maps, county records, corporate papers), organizing and placing historic material in archival safe containers and locating it in the proper place in the collection, and assigning each article an identification number and entering it into an electronic/manual database format.

To begin this monumental task, the museum will hire a certified Archivist to reside on site for up to thirty days to develop a collection management policy and implement a system for cataloging and indexing the historic collection. The Archivist will begin training the museum staff in charge of collections in the proper methods and techniques for completing this project. This Archivist is part of the **Montana Historical Society's Archive Outreach Program**. To be a part of this program, the Heritage Museum has committed to having the staff trained by a qualified archivist who will assure that the proper procedures will be followed in cataloging all materials displayed and stored at the museum and that the museum will make the proper space available for archiving, storing and maintaining these materials.

This new archives space will house the materials in a safe and stable environment and will serve as a space for the general public to access these materials. This space will occupy the present workshop area that will be moved outside of the museum. The archives will utilize archival safe materials for collection stabilization, preservation and integrity. The area will contain one hundred sixty-five feet of steel shelving that will house historic photographs stored in acid-free folders and flip-top boxes. Periodicals and publications will be stored in polyethylene plastic and placed in flat storage boxes. Other miscellaneous items such as maps, tax records, social security enrollments and corporate records will also be stored in archival safe boxes. The library - museum alliance will use this archivist as a consultant for the two years of the grant projects following the initial thirty days. A core group of volunteers will make up the Heritage Museum's archives committee and be responsible to the museum board and community for the supervision and preservation of historic documents and prints. The archives staff will be trained in proper handling techniques including removal and placement of materials, environmental guidelines, proper supervisory techniques, implementation and the continuing process of archives administration. Students involved in the **Montana Heritage Project** at Libby High School will also assist in the creation and maintenance of the archives.

To meet **objective #2**, the library - museum alliance will build and maintain an electronic network to disseminate information about the museum and its collection as well as related materials held in the area libraries and other locations. This will include an archival database for the operation of the museum and for public access. It will also include a network of all the alliance participants and will create and maintain a web site for public searches. The technology coordinator at the public library will work closely with the professional archivist to align the technological aspect of the project with the development of the archives.

This web site will insure that all materials are made available to the general community and the world beyond our valley. It will provide links to the Kootenet Home Page, the Montana Historical Society, the Montana State Library, the Montana Arts Council and the MTGenWeb Project. It will also link to an on-line bookstore that, in association with the museum, will sell merchandise such as archived photos, screensavers, copies of oral histories, and other museum items. It will include a link to the exhibits and provide directions for how the archives can be accessed. In essence, the museum will store the historic material, and the libraries will provide collection access to the community and the world.

To meet **objective #3**, the alliance will establish connections and relationships with local libraries to help disseminate information. Although this is closely aligned with objective #2, it involves other areas of cooperation. Items of historical material will be cataloged following the Anglo-American Cataloging Rules by the partnering libraries and will be entered into the worldwide OCLC database. These items will be available to anyone that uses a library in the United States (and most of the world)

that has an online catalog. This includes every school and public library even in our rural and remote area of Montana,

The Libby Public School libraries will be responsible for the creation of traveling displays (trunks) consisting of historical material for enrichment activities. They will include items such as thematic costumes in character with connected themes; collections of historical items (or replicas) such as mineral samples, tools, historical maps, photographs, etc. for viewing and handling; and copies of audio and video tapes of actual oral histories. Working with the other members of the alliance, the traveling displays will also include a Heritage Museum Resource Guide of available speakers, museum activities and other local sites.

All the libraries in the alliance will tie in their existing related projects and materials to the total resources. For example, the Lincoln County Library has projects involving maps (by explorer David Thompson), local place names, a photograph collection, genealogy (microfilmed Western News from 1897) and a Historic Architectural Guide of Libby.

To meet **objective #4** of expanding the museum's archives use, the emphasis will be on more formalized training for the volunteer staff and expanded hours and scheduling with help from members of the alliance. All of the activities in objective #1 will need to be maintained by the volunteer staff following the end of the grant period. This will actually be a positive influence on the volunteers as they represent a large talent pool to draw from in meeting the needs of the museum. We have people who would love to catalog, index and preserve materials, but without the proper training, we have not allowed them to proceed. Now we will have the opportunity to use people for more than "just opening the doors and keeping the lights on."

The formal archives and web site will add a new dimension to the way the museum is used. The museum is planning to schedule an additional four hour 'archives - time' every week. The general public will be given access to this collection in a controlled manner for the protection of these historical materials from our past. Only the archives area will be open. The area will be staffed by volunteers that will work with the walk-in public, as well as online and out-of-town researchers.

To meet **objective #5**, members of the alliance will expand and restore existing Museum displays and artifacts to provide the public with a 'living museum' that allows them to experience 'hands-on' and participatory activities, as well as visual and audio ones. These are community projects that are committed to developing a strong, multi-generational group of participants. The adult volunteer staff at the museum will use quality student manpower through the collaboration of the **Montana Heritage Project** from the Libby Public Schools.

A 'living museum' is a dynamic force in the community. We want people to see, hear, touch and actually be involved in the many vestiges of our past that are available at the Heritage Museum. One of these glimpses into the past will be through expanding a working print shop on the museum premises. One of the few functioning print shops in Montana will be enhanced by the restoration of the Liberty Press - the first one found in Montana. The press was received from the **Museum of the Rockies** in Bozeman, Montana. It requires new rollers and an ink reservoir to become functional. It also needs a general cleaning, overhauling and painting.

The museum also owns a 1887 Liberty Press used in the early Montana Territory. Hand setting the type for these presses will give the museum visitors a hands-on experience with a forgotten way of information dissemination. The museum will be establishing a graphics learning/teaching facility for education and research and will provide specialized printing services for itself and the community. The museum's resident printer will be in charge of the adult/student team that will restore the museum's historic press.

Another activity will be the restoration of a fifty year old Hyster Company Lumber Carrier. It was designed to straddle units of lumber, transport them around the mill and its yards, and deliver them to customers in town. This relic from the bygone days of Libby's past will be restored and preserved in its original working condition. This project will involve the rebuilding of an International Harvester motor acquired from a local resident. It will be a cooperative project, including the industrial technology classes

at Libby High School and Heritage Museum volunteers. The carrier will be repainted and stenciled with the original lumber company's logo, the seat will be reupholstered and the original canvas awning replaced. It will become the museum and community mascot for special events such as parades and festivals.

The second year project will be the restoration of a 1953 Buffalo fire engine. This fire engine was used at the local lumber mill in its fire department. The fire engine was donated to the museum following the mill's closure. The fire engine is in need of a new paint job, cleaning and polishing of chrome implements, and overhauling of the engine. Original colors and company logos will be replicated. The fire engine will be used at community parades and festivals to advertising the museum events and hours. The fire engine represents a link for many residents to the lumber industry that build this community.

DESIGN: SUFFICIENT SCOPE TO EFFECT SYSTEMIC CHANGE

This project is of sufficient scope to effect systemic change within the organizations involved in the alliance and beyond. The project goal, objectives and listed activities show that this project will have a major impact on the way that each of the partners does business. The focus will be changed from a number of individual and static programs to one large and dynamic cooperative program involving all three agencies.

For example, the schools' involvement will extend to a high school section of the Montana Heritage Project class meeting daily in the Heritage Museum. The degree of student ownership that will be produced by this move will affect the way our children look at the museum. When the students become actual partners in the running and development of the museum, it will no longer be a place and activity just for the "older folks."

The development of the library - museum web page and connecting links through the Lincoln County Public Libraries, and the development of the library - museum traveling educational displays will continue to strengthen the ties between the three organizations. Adding museum materials into the libraries' OCLC materials database so that they are accessible in all of the libraries will also strengthen this alliance. It will increase the amount of school and public activity that will involve the museum as people become aware of what is available. If the community is to prosper, all of its resources and programs must be shared.

DESIGN: CONTENT OF PROPOSED PROJECT

The content of the proposed project is described through the goal, objectives and activities. Last year a group considered submitting a similar proposal. It was decided to wait for the 2000 application and to "do our homework" between then and now. The alliance was formed and roles and responsibilities were finalized as the project developed.

Convincing three governing boards to create a cooperative alliance that involves fiscal, staff and 'turf' roles and responsibilities is a project in itself. The partnerships that have been developed between our community and state agencies including the Montana Heritage Project, the Montana State Library and the Montana Historical Society will further strengthen and guarantee the success of this project.

MANAGEMENT PLAN: ACTIVITIES WILL BE EFFECTIVELY COMPLETED

The Schedule of Completion (Page 11) shows that the project activities are well developed and are capable of being completed on schedule. The Applicant Organization (Libby High School District #4) has successfully completed many state and federal grant projects. The LINCNET GRANT, funded in 1992 with federal money through the Montana State Library, was a countywide, cooperative library grant that involved eighteen schools and public libraries in educational and resource sharing activities. It was so successful that the multi-library cooperative network is still active today. The district is presently completing a \$250,000 federally funded Technology Literacy Grant through the Montana Office of Public Instruction. It provides a local area network for each of our five buildings, a wide area network for our

district, and software and training. The grant is being completed on time and is meeting its goals and objectives.

The school district business office will be responsible for the budget details, and the school district project office will oversee the total grant project with the assistance of the project director. Jeff Gruber, Project Director, is a member of the Heritage Museum Board of Directors, a teacher at Libby High School and a Libby director of the Montana Heritage Project. He also works closely with the Lincoln County Public Libraries.

PERSONNEL: QUALIFIED TO ACCOMPLISH PROJECT GOAL

The project personnel are well qualified to successfully accomplish this project (see attached resumes). Our rural community seems to attract quality people with specialized skills and talents that are representative of larger metropolitan areas. The project personnel share a strong commitment to improving the quality of life in their community. This feeling is shared by the institutions where they are employed. All of the institutions involved in the library - museum alliance have agreed to allow their involved personnel to include the successful completion of this project in their job description for the life of the grant. This time will be a straight match and will allow the grant to fund those things our community cannot offer. The personnel have agreed that any work done on this project beyond their normal assignment for their agency will be volunteered.

DISSEMINATION: EXTENT OF ACCESSIBILITY

The Heritage Museum Board has a position responsible for public relations. This PR person will see that the project is widely disseminated through a variety of media and that the project can be clearly understood by a diverse audience. On the local level this project will be covered in the two local newspapers (the Western News and the Montanian) and on the local AM - FM radio station (KLCB) which airs a daily program covering community happenings.

On the state level our community events are reported in the daily newspaper from Missoula, Montana (The Missoulian) and a regional television station in Kalispell, Montana (KCFW). Of more importance to the continuation of the project beyond the grant funding and the sharing of this model project to other communities are the state agencies that are connected to members of the alliance. The **Montana Heritage Project** works with all three of the alliance members. The **Montana State Library** is responsible for library development in the state, and the **Montana Historical Society** functions as a mentor for the Heritage Museum. All of these agencies have statewide monthly publications that travel far beyond our state boundaries. They all have an annual conference as well. We are invited to share the project through their publications and at the conferences.

The web site will be the most important tool of all to reach the widest range of people. It will continually report the project progress and publish all results. It will offer contact persons within the project to help other interested parties or communities to develop the same type of plans and activities.

CONTRIBUTION: DEMONSTRATION OF COMMITMENT

The members of the alliance realize that the most important outcome of this project is to make the archives, museum displays, artifacts and activities more available to the local community and the world. The museum staff is committing an additional forty hours of volunteer time per week beyond the staffing needed for the 159 days that the museum is currently open to the public. Members of the Heritage Museum Board have committed their homes for the use of the visiting consultant to allow all available funds to be used for technical assistance. The first thirty days of the consultant are funded by the Montana State Historical Society to ascertain that this project gets off to a positive start. The Lincoln County Public Library and the Libby High School District #4 are committing the salaries and benefits of their involved personnel.

SUSTAINABILITY: PROJECT BENEFITS WILL CONTINUE

On-going, institutional support has changed from a stand-alone museum program to a library - museum alliance. The goal of developing a "living museum" will guarantee the continuation of the project benefits as it establishes the museum as a necessary and important part of the life-long learning that is going on within the community and throughout the world. It is the intent of this project, through OCLC (Online Computer Library Center) and the alliance web site, to make these benefits so indispensable to the educational community that ongoing institutional support is mandated by patron demand.

TECHNICAL KNOWLEDGE: BEST PRACTICES AND APPROPRIATE TECHNOLOGIES

This project has the expertise of the technology coordinators from both the Lincoln County Public Library system and the Libby Public Schools. Many of the Heritage Museum volunteer staff are computer literate and have personal computers and Internet access at home. The new computer hardware that will be purchased to store and manipulate the museum records and archives will be purchased after consultation with the Montana Historical Society staff and their consultant that will be working on our project. The peer to peer network of donated computers, printer, hub, etc. from the Libby Public Schools will be installed and maintained by the local technology coordinators.

TECHNICAL KNOWLEDGE: PROJECTS INVOLVING DIGITIZATION

Digitization is an important part of this proposal. It is also an area that we are not able to handle on a local level. The present technology coordinator for the Lincoln County Public Library system previously worked for the U. S. Army Corp of Engineers at Libby Dam. He handled a digitization project for the Corp that contracted the work with Digital Scanning & Imaging, Inc. of Spokane, Washington. It is our intent to do the same.

Digital Scanning & Imaging is a full service scanning and imaging bureau with a focus on large format drawings as well as technical manuals, letters, photographs and legal and ledger size documentation. They can scan any items regardless of condition, size or different types of media that were used over the years. The process gives them the capability to clean, despeckle and enhance line quality as needed. The finished scan can be stored in any one of more than 70 raster formats for archiving and viewing within a Windows application or AutoCad 14 or 2000. This process "freezes the print in time," stopping any further deterioration and allows for a much quicker means to search. They will build an index system that will best serve our retrieval needs. All scanned items will be burned on CD's for storage purposes. They will supply the CDs and create an indexing sheet for each set.

INFORMATION ACCESS: INCREASED ELECTRONIC ACCESS

The increased availability of electronic access to the general public as well as specific audiences (researchers, other museums, libraries) is one of the strongest outcomes of this project. In this time when a majority of American vacations are planned in front of a personal PC, it is absolutely essential that a facility that exists and survives on public use have this ability to sell itself through the new technology. This public access through digitization and through adding descriptive records to bibliographic networks such as OCLC must continue beyond the grant period as it is the way that libraries and museums will do business in the new millennium.

The libraries and the museum in our community have been pro-active in addressing copyright issues and standards before they turn into copyright problems. They work closely with their cooperating state agencies to align themselves with all state and national requirements and standards.

EVALUATION

Objectives: During the project period and beyond, the library - museum alliance will:	Sources of Data:	Baselines:	Outcomes:
1) Create accessible archives of indexed, cataloged, and preserved material.	A rubric will be designed to measure the rate of progress on a quarterly basis of the indexing, cataloging and preserving of different types of museum materials (photographs, manuscripts, etc.) being prepared for the archives, and to prioritize the processing of these different types of materials according to museum and patron demand.	In 1999 - 2000, only 15% of the museum's materials are properly indexed, cataloged and preserved for inclusion in the archives.	By the end of the grant period at least 75% of the museum materials will be indexed, cataloged, and preserved for the archives.
2) Build and maintain an electronic network to disseminate this information.	The data source will be the number of automatic hits on the Internet site. There will also be a user's survey on the web site. The web site will be designed and posted by March 2001.	There is no existing baseline	By the end of the grant period the web site will be connected to OCLC, the Kootenet Home Page, the Montana Historical Society, the Montana State Library, the Montana Arts Council, and the MT GenWeb Project, and will receive over 350 hits per month.
3) Establish connections and relationships with local libraries to help disseminate the information contained in the libraries and the museum.	Maintain a user's log for the traveling displays and the Museum Resources Guide. LincNet, the Lincoln County Library Network, will compile a group survey and statistics for interlibrary loans of museum information within the county.	Lincoln county libraries are already connected to each other through LincNet. At this time there aren't any museum connections, traveling displays, or resource guides.	By the end of the grant process the traveling displays will be requested an average of three times per month, and the Museum Resource guide will be accessed daily.

4) Maintain a staff and schedule allowing for expanded Museum activities and archives use.	The museum guest registration will be evaluated to see when the museum schedule needs to be expanded. A Museum Use Log will be compiled to see when and how users want to use the archives. Professional observation and recommendations by the archivist will be provided.	The museum is currently open 159 days for visitors - including special activity days. There are 55 volunteers with various skills and knowledge. The museum lacks a comprehensive archives system.	At the end of the grant period four hours per week of archival use will be added to the schedule. A completed comprehensive achieves retrieval system will be operational.
5) Expand and restore existing Museum displays and artifacts to provide the public with visual, 'working' historical information dissemination.	A rubric of the current displays and artifacts will be designed to evaluate their condition and need for restoration.	There has been no formal evaluation of the displays and artifacts.	By the end of the grant period a minimum of two restorations projects will be completed each year.

SCHEDULE OF COMPLETION

Listed below is the schedule of completion for the two years of the grant cycle. The timeline for the, beginning, duration, and completion of the project is indicated in the shading. The cost associated with each activity is also indicated.

SCHEDULE OF COMPLETION														
Year 1														
PROJECT ACTIVITIES	Pre-Grant	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	COST
1. Inventory, catalog and index collection														\$36,000
2. Use archival-safe materials for collection														6,783
3. Designate/establish space for archives														10,680
4. Develop traveling educational exhibits														2,500
5. Develop Mesuem Resource Guide														In-Kind
6. Develop web site and connecting links														14,170
7. Digitization process														9,000
8. Tie library projects to museum program														5,200
9. Restoration project														9,000
Total Funds Needed For Year One														\$93,333

PROJECT ACTIVITIES	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	COST
1. Inventory, catalog and index collection													\$36,000
2. Use archival-safe materials for collection													11,415
3. Designate/establish space for archives													5,880
4. Develop traveling educational exhibits													2,500
5. Develop Mesuem Resource Guide													In-Kind
6. Develop web site and connecting links													6,600
7. Digitization process													9,000
8. Tie library projects to museum program													5,200
9. Restoration project													9,000
Total Funds Needed For Year One													\$85,595

Project Budget Form

SECTION 1: DETAILED BUDGET

Year 1 - Budget Period from 10 / 01 / 00 to 10 / 01 / 01

Name of Applicant Organization Libby High School District #4

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.3-2.4 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPENSATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
School District Staff	(
Pub. Lib. Staff	(
	(
	(
See resumes and budget notes						
TOTAL SALARIES AND WAGES \$						

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPENSATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Museum Staff	(
Mt. Heritage Student	(
Library Student Aids	(
	(
TOTAL SALARIES AND WAGES \$						

FRINGE BENEFITS

RATE	SALARY BASE	IMLS	APPLICANT	PARTNER(S)	TOTAL
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CONSULTANT FEES

NAME/TITLE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. of Days (or Hours) on Project	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Historical Soc.	\$138	20			2760	2760
Archivist	\$300	120	36000			36000
TOTAL CONSULTANT FEES \$			36000		2760	38760

TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
*IMLS	() ()	required		4000			4000
School Dist.	(2) (10)	80	40		1200		1200
Public Library	(2) (6)	80	40			720	720
Museum	(2) (10)	80	40	1200			1200
TOTAL TRAVEL COSTS \$				5200	1200	720	7120

*See Budget Notes

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year 1

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Materials and supplies quotes-catalogs		34506	3850	13288	51644
TOTAL COST OF MATERIAL, SUPPLIES, & EQUIPMENT		\$34506	3850	13288	51644

See budget notes

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Original cataloging quote from State Lib.		6000			6000
Digitization quote from DSI		9000			9000
Internet connection commercial rate/ISP		600			600
TOTAL SERVICES COSTS \$		15600			15600

See budget notes

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
TOTAL OTHER COSTS \$					

TOTAL DIRECT PROJECT COSTS \$	91306	31626	50556	173488
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INDIRECT COSTS

Select either item A or B and complete C. (See section on Indirect Costs, pages 2.3-2.4.)

Applicant organization is using:

- ☒ A. an indirect cost rate which does not exceed 20% of modified total direct costs
- ☐ B. an indirect cost rate negotiated with a Federal agency (copy attached)

Name of Federal Agency

Expiration Date of Agreement

C.	Rate base(s)	Amount(s)
	% of \$	
	% of \$	
	% of \$	

TOTAL INDIRECT COSTS \$	
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SECTION 1: DETAILED BUDGET

Name of Applicant Organization Libby High School District #4

SALARIES AND WAGES (PERMANENT STAFF)

See resumes and budget notes TOTAL SALARIES AND WAGES \$ _____

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (if applicable)	TOTAL
Museum Staff						
Heritage students						
Library student aids						
TOTAL SALARIES AND WAGES \$						

FRINGE BENEFITS RATE	SALARY RATE	IMLS	APPLICANT	PARTNER(S)	TOTAL
	_____	_____			
	_____	_____			
	_____	_____			
	TOTAL FRINGE BENEFITS \$				

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. of Days (or HOURS) ON PROJECT	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Archivist	\$300	120	36000			36000
TOTAL CONSULTANT FEES			\$ 36000			36000

FROM/TO IMLS	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS 4000	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL 4000
School District	(2) (10)	80	40		1200		1200
Public Library	(2) (6)	80	40			720	720
Museum	(2) (10)	80	40	1200			1200
TOTAL TRAVEL COSTS \$				5200	1200	720	7120

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year 2

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Materials and supplies	quotes and catalogs	26936	1350	5500	33786
TOTAL COST OF MATERIAL, SUPPLIES, & EQUIPMENT \$		26936	1350	5500	33786

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
Original cataloging	quotes State Library	6000			6000
Digitization	quotes from DST	9000			9000
Internet connection	Commercial rate/ISP	600			600
TOTAL SERVICES COSTS \$		15600			15600

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
TOTAL OTHER COSTS \$					

TOTAL DIRECT PROJECT COSTS \$	83736	29586	40111	153433
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INDIRECT COSTS

Select either item A or B and complete C. (See section on Indirect Costs, pages 2.3-2.4.)

Applicant organization is using:

- ☒ A. an indirect cost rate which does not exceed 20% of modified total direct costs
- ☐ B. an indirect cost rate negotiated with a Federal agency (copy attached)

Name of Federal Agency

Expiration Date of Agreement

C.	Rate base(s)	Amount(s)
	% of \$	
	% of \$	
	% of \$	

TOTAL INDIRECT COSTS \$	
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Project Budget Form

SECTION 2: SUMMARY BUDGET

Name of Applicant Organization Libby High School District #4

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.3-2.4 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	Applicant	Partner(s) (if applicable)	Total
SALARIES & WAGES				
FRINGE BENEFITS				
CONSULTANT FEES	<u>72000</u>			
TRAVEL	<u>10400</u>	<u>2400</u>	<u>1440</u>	<u>14240</u>
MATERIALS, SUPPLIES & EQUIPMENT	<u>61442</u>	<u>5200</u>	<u>18788</u>	<u>85430</u>
SERVICES	<u>31200</u>			<u>31200</u>
OTHER				
AMOUNT	<u>\$ 175042</u>	<u>\$ 61212</u>	<u>\$ 90667</u>	<u>\$ 326921</u>
INDIRECT COSTS*	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

*If you do not have a current Federally negotiated rate, your indirect costs must appear in the Applicant or Partner columns only.

	<u>\$ 326921</u>
TOTAL PROJECT COSTS	<u>\$ 326921</u>
AMOUNT OF CASH-MATCH	<u>\$ 24992</u>
AMOUNT OF IN-KIND CONTRIBUTIONS-MATCH	<u>\$ 126887</u>
TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS)	<u>\$ 151879</u>
AMOUNT REQUESTED FROM IMLS	<u>\$ 175042</u>

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS 53.5 %
 (MAY NOT EXCEED 50% IF REQUEST EXCEEDS \$250,000 - RESEARCH PROJECTS EXCEPTED, SEE PAGE 1.16)

Have you received or requested funds for any of these project activities from another Federal agency?
 (Please check one) ☐ Yes ☒ No

If yes, name of agency: _____

Date of application _____ or award _____ Amount requested or received \$ _____

Project Budget Notes

1. Salaries and Wages (Permanent Staff)

2.

Three partners will provide the manpower to insure the success of this project. Those partners are the Heritage Museum, Libby Public School District #4, and Lincoln County Libraries. The Heritage Museum does not have a curator. It is directed by the full-time equivalent of a professional staff member by four individuals (see resumes for Jeff Gruber, Larry Hebenstreit, Doug Porter and Joseph Suppiger) and has a staff of 55 active, dedicated volunteers. With the current limited budget there are no plans to hire any paid museum employees. All 55 volunteers believe in the importance of the Heritage Museum and are committed to restoring the past, capturing the present and preserving the future.

The other two partners, Libby High School District #4 and Lincoln County Libraries, are eager to allow some of their employees to include museum grant activities into their job descriptions. These partners believe in the pressing need to archive the present inventory and make this available to the public. (See attached resumes.)

Libby School District #4 staff involvement. Year two increase by approximately 4%

Staff	Salary/Benefits	Hours Per Year
Al Randall, Project Coordinator		50
Bill Olson, Business Manager		50
Melody Rohrer, Technology Coordinator		50
Jeff Gruber, Project Director		270
Marlene Kelsch, High School Librarian		50

Lincoln County Library Staff involvement. Year two increase by approximately 4%

Staff	Salary/Benefits	Hours Per Year
Marlene Palmquist, Director		50
Rick Kesling, Technology Coordinator		100
Gail Anderson, Reference Librarian		50

Jeff Gruber was elected the Project Manager by the total group as he has involvement in all three partnering organizations through his participation in the Montana Heritage Program. He will be working with two individuals from each partnering organization to insure the successful completion of the project.

2. Salaries and Wages (Temporary Staff Hired for Project)

All grant volunteers are entered in this section. The 2,080 hours listed as an in-kind match by the museum staff are for this project only, and does not include the regular museum activities. We used an average value of \$15.00 per hour as this figure is used by the Montana Committee for the Humanities for planning activities that involve volunteers.

3. Fringe Benefits

(Information not for dissemination.)

4. Consultant Fees

The Montana Historical Society consultant will spend 20 days in our community in October of 2000. The consultant will take room and board with members of the Heritage Museum Board of Directors.

The Archivist to be employed by the grant will be in our community for 120 days per year. Our goal is to attract someone who is willing to split this time--possible 30 days per quarter. The daily \$300 fee includes \$240 for salary and \$60.00 for per diem.

5. Travel

IMLS requires \$4,000 travel allowance for grant partners to locations of their choice. Helena is approximately 180 miles from Libby. It is our state capital and is the location of state agencies. The Office of Public Instruction, the Montana State Library, the Montana Historical Society and the Montana Heritage Program are all located there. It is a center for consulting and professional development activities in Montana. We have used Helena as an example, but we may consider library and museum activities in other areas. For example, Spokane, Washington is larger than Helena and 50 miles closer.

6. Materials, Supplies, and Equipment

The materials and supplies are a critical part of the project. From the grant, two multi-media computers (approximately \$7,570) with 30-gigabyte hard drives will be located in the museum and the public library in year one. There will be no additional computers purchased in year two. The museum computer will be for record management and data input. The computer in the public library will be the web server for the museum. It would cost the museum approximately \$5,200 to maintain the web site there. The library will cover this cost as an in-kind match and will maintain the museum web page. The public library is the location of our community's not-for-profit ISP.

The grant will furnish the museum with its first Internet access (\$600). This is a cost that the museum will be able to cover after the grant.

The school system will give an in-kind match of a per-to-peer network of four computers, hub, printer, etc. to the museum as workstations for cataloging and data collection for the staff or users of the archives.

There will be approximately \$4,800 in necessary office equipment for the new archives area. This includes worktables, chair, a filing cabinet, and computer work station. There will be no additional office equipment in year two. The partners are providing the majority of the consumable supplies, printing, copying, etc. (\$2,000) as an in-kind match.

The biggest items will be steel shelving (approximately \$5,880) that will be added to the archives area each year and the specialized archival supplies (approximately \$6,000). The specialized supplies items such as archival storage boxes, buffered acid-

free tissue, cotton gloves and reinforced tab folders. These are an in-kind match (approximately \$6,200) from the museum.

There is approximately \$9,000 each year going into the restoration projects, (printing press, lumber carrier, fire truck). The match here is in volunteer labor and the expertise of the museum personnel.

There is also approximately \$2,500 going into the traveling education displays from the grant. Once again, the majority of the match is in volunteer labor.

7. Services

This is an important part of what will make this project a success. The original cataloging (\$6,000) is figured at a \$35 per item cost. This is a national figure from the Montana State Library. It also refers to "worse case scenarios" where there is no match in the OCLC database. Those items that are in the database will be added as an in-kind match.

The digitization costs of approximately \$9,000 per year are based on an average estimate of \$1.00 per item. Digital Scanning and Imaging, Spokane, Washington will come to our museum with the expertise and equipment. This is the part of the project that is the most critical to protecting our materials while at the same time making them more available to the public, either at home, in the library or at the museum.

The grant will also furnish the museum's internet hookup.

8. Other

NA

Indirect Costs

This is a set rate of 2.22%. It is set by the Montana Office of Public Instruction.